

11 JUN 1984

STAT
MEMORANDUM FOR:

[Redacted]

VIA: Chief, New Building Project Office, OL

STAT
FROM:

[Redacted]

SUBJECT: Nomination for Fine Arts Commission

1. Per your request, I have written some information about the type of work I have been doing at the Agency for the past six years.

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[Redacted]

3. While on the Architectural Design Staff, I was responsible for renovations to the Agency buildings in the metropolitan Washington, D.C. area as well as designing new facilities as acquired by the Agency. My work entailed the coordination between OL engineers, Office of Communications engineers, Office of Data Processing engineers, physical security, safety officers, the interior design consultant, and other specialists concerned with the procuring and providing of facilities and equipment. Examples of work I have accomplished in the Headquarters Building are the OCR theaters and the conversion of the old Rendezvous Room to DDI office space using systems furniture.

4. The New Building Project Office is responsible for the design and construction of the new building. My duties in this office are:

a. Assist the Project Architect in reviewing the design and construction drawings for the New Building.

b. Develop the block planning for the components moving to the new building. Block planning consists of gathering a component's space requirements and determining a location in the new building which best serves their needs.

OL 2070-84

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c. I will be directing, coordinating, and reviewing for approval the Fit-Up Design. This design effort is when the actual space will be designed with the partitions, furniture, equipment, and any other requirements. There are 850,000 square feet of space to design--580,000 square feet is office space; 200,000 square feet is computer space; 70,000 square feet is special laboratory space. The Fit-Up Phase will take approximately one year beginning in October 1984.

5. I also have outside interest in art. I took painting and metal sculpting courses at VPI and SU. Since graduation, I have taken courses in watercolor and Chinese painting. The Chinese painting instructor, Ming Friedman, also teaches Chinese painting at the Smithsonian.

6. If you have any questions or need any additional information, please call me on

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Nomination for Fine Arts Commission

FROM

OL/New Building Project Office
3E 40 Hqs

EXTENSION

NO.

OL 2070-84

11 JUN 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/NBPO/OL
3E 40 Hqs

6/11 JM

1. VIA

2.

3. Chairman/FAC
Inspection Staff
6E 18 Hqs

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